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15. CIVILIAN RESERVE PROGRAM. This paragraph prescribes policies for the selection and use of Civilian Reservists and provides for the establishment of a centralized Directory to implement the Civilian Reserve program.
- a. GENERAL. The Civilian Reserve is a group of selected individuals previously employed by or associated with CIA or its predecessor organizations who, because of their skills or present status, may be of assistance to the Agency in its recruitment or outplacement of personnel, the reporting of cover opportunities or investigative leads, certain operational activities, and special tasks that can be performed by persons outside the Agency. The Civilian Reserve has additional value as a potential source of manpower in event of emergency or wartime expansion. An individual who indicates his willingness to be considered available to render assistance should the need arise and his personal circumstances permit will be selected as a Civilian Reservist.
- b. CIVILIAN RESERVE DIRECTORY. A current centralized Directory of Civilian Reservists shall be established and maintained in the Office of Personnel in order to afford maximum Agency-wide use of individuals in the Civilian Reserve program. Names of individuals listed in the Directory and pertinent biographic information developed on these individuals shall be made available to appropriate officials to meet specific requirements established by Operating Officials or Heads of Independent Offices.
- c. SECURITY AND COVER CONSIDERATIONS. Careful consideration shall be given to Agency standards and cover in selecting, contacting, and using Civilian Reservists.
- (1) The selection of an individual for membership in the Civilian Reserve must be approved from the standpoint of security by the Director of

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Security and, when appropriate, by the Operating Official or the Head of the Independent Office who has jurisdiction over the activity to which the individual is or was assigned at time of his separation from the Agency.

- (2) Every precaution shall be taken to ensure that the names of and information concerning Civilian Reservists who have served previously in particularly sensitive activities for the Agency are kept on a restricted basis and released with utmost discretion to officials having legitimate requirements for such information.
- (3) Contacts with individual Civilian Reservists regarding their possible use shall be made only after clearance with the Office of Personnel. If a Civilian Reservist is engaged in sensitive activities for the Agency, all contacts with him (other than those made by officials in the using component) shall be suspended except in cases where proposed contacts are approved by the Operating Official or the Head of the Independent Office having jurisdiction over the activity in which the Reservist is engaged.

## d. SELECTION OF CIVILIAN RESERVISTS

- (1) The selection of a Civilian Reservist shall be based on his potential for usefulness to the Agency. In assessing the potential usefulness of an individual, consideration shall be given to his skills, his past assignments in the Agency or its predecessor organizations, his current or planned employment or status, his attitude toward the Agency, and his availability in the event of a national emergency.
- (2) Individuals considered to be potential Civilian Reservists, including persons currently employed by the Agency who are about to terminate

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Operating Officials or other senior officials who have been or are officially associated with the individuals concerned. Such nominations may be submitted to the Director of Personnel in a memorandum or included, in the case of present employees, on Form 1152, Request for Personnel Action prepared at time of separation from the Agency.

- (C) The Office of Personnel shall ensure that reviews of Agency records of all individuals nominated for Civilian Reserve status including records of the Office of Personnel, the Office of Security, the Office of the Inspector General, the Medical Staff, and the Central Cover Staff are made to determine if there is any reason why the individuals should not be selected for Civilian Reserve status. Subsequent to these reviews, the Director of Personnel shall select with the approval of the Director of Security and the appropriate Operating Official (see subparagraph c(1) above) individuals to be contacted to determine their willingness to accept membership in the Civilian Reserve.

c. RESPONSIBILITIES

- (1) The Director of Personnel has primary responsibility for the administration of the Civilian Reserve program. This responsibility includes:
  - (a) Identifying and locating, with the assistance of Operating Officials and Heads of Independent Offices, former employees and other individuals who are potential Civilian Reservists; and contacting individuals selected for Reserve status to determine their interest in membership in the Civilian Reserve.
  - (b) Periodically contacting Civilian Reservists to determine their continued availability for and interest in membership in the Civilian Reserve and to obtain other information such as changes.

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in status or acquisition of new skills which may be of use to the Agency.

- (c) Maintaining the Civilian Reserve Directory, reviewing requirements for the use of Reservists, and furnishing information from the Directory in accordance with subparagraph b above.
- (2) Operating Officials and Heads of Independent Offices are responsible for advising the Director of Personnel regarding:
  - (a) The potential assets of individuals being considered for Civilian Reserve status and whether the names of former members of the Agency whose primary potential is in sensitive operational activities should be included in the Directory or, if included, what restrictions should be applied in regard to contacting them; and
  - (b) The suspension of contacts with a Civilian Reservist who is engaged in operational activities and when he is again available for possible use by other components of the Agency.

f. INTENT. Nothing in this paragraph shall be construed as intending to restrict or prevent operating components in the Agency from maintaining supplementary directories of former employees and associates of the Agency for use in specific operational capacities.